**Final Presentation - Rubric**

This presentation is to demonstrate your understanding and application of the tools available in PowerPoint to create an effective visual that will help in communicating your thoughts and ideas in a presentation experience. Below are the requirements that will help guide you in creating the PowerPoint and what I will be looking for you to be able to demonstrate in terms of the software program.

**Home Tab**

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| --- | --- | --- | --- |
| **Skills Demonstrated** | **3-Proficient** | **2-Satisfactory** | **1-Needs Work** |
| Effectively uses at least **5 layouts** |  |  |  |
| Effectively uses WordArt and Shape Styles |  |  |  |
| Effectively uses Bullets and Numbering |  |  |  |
| Effectively uses Smart Art Graphics use at least 2 times |  |  |  |
| Effectively incorporates Draw Tools into the Power Point |  |  |  |

**Insert Tab**

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills Demonstrated** | **3-Proficient** | **2-Satisfactory** | **1-Needs Work** |
| Effectively inserts Pictures, Hyperlinks, Text Box, and Media |  |  |  |
| Effectively changes and format the inserted tools |  |  |  |
| Effectively embeds a YouTube video into the presentation |  |  |  |

**Design/View Tab**

|  |  |  |  |
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| **Skills Demonstrated** | **3-Proficient** | **2-Satisfactory** | **1-Needs Work** |
| Effectively demonstrates the use of multiple Themes, (Fonts, Colors, slides) |  |  |  |
| Effectively demonstrates the use of Backgrounds |  |  |  |
| Effectively creates a new slide layout |  |  |  |

**Animations**

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills Demonstrated** | **3-Proficient** | **2-Satisfactory** | **1-Needs Work** |
| Effectively uses slide transitions throughout |  |  |  |
| Effectively adds custom animation to each slide |  |  |  |
| Effectively adds sound(s) to slide transitions |  |  |  |

**Formatting, Spelling, Appeal**

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| --- | --- | --- | --- |
| **Skills Demonstrated** | **3-Proficient** | **2-Satisfactory** | **1-Needs Work** |
| Effectively formats slides to be very visually appealing for the audience (Symmetry, Visual (Minimal Words), Picture Styles, Transitions, etc.) |  |  |  |
| Spelling and Grammar |  |  |  |
| Pictures, Videos and other media is Referenced |  |  |  |
| Content is very easy to see and identify |  |  |  |